



IDAHO REAL ESTATE COMMISSION  
PO BOX 83720, 633 N. 4<sup>th</sup> St.  
BOISE ID 83720-0077  
TEL: (208) 334-3285; FAX: (208) 334-2050  
(866) 447-5411 toll-free in Idaho  
TRS 1 800 377-3529  
WEB: [www.idahorealestatecommission.com](http://www.idahorealestatecommission.com)

Commission Use Only	
Apprd by/date: _____	Apprv/#: _____
#Hours: _____	Type: _____
Effctv Date: _____	Expires: _____

REE039-7  
Rev. 3/04

## Real Estate Course Approval Application

(Required for any course offering credit to Idaho licensees, other than IREC standard courses and those described in 54-2023(5e))

### REQUIRED ATTACHMENTS

Checklist	Attachments	Commission Use Only
	Final exam and answer key, if applicable	
	Course materials (copies of student outline, handouts, pamphlets, overheads)	
	Certificate of Completion (must include student name, course title, delivery method, dates, classroom hours, course approval number, signature of school representative, school name)	
	Proposed advertisement, if available	
	ARELLO Distance Education certification, or equivalent, if course is via distance learning	
	\$50 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted <i>at least</i> 60 days prior to any proposed course offering	

### A. PERSONAL INFORMATION

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### B. COURSE INFORMATION

Course Title: \_\_\_\_\_

How will this course improve licensee's ability to provide greater service and protection to the public: \_\_\_\_\_

\_\_\_\_\_

Course Subject: \_\_\_\_\_  
(54-2036(2)) Classroom Hours (54-2022, rule 402) Approved Topic

" Prelicense—Broker \_\_\_\_\_

" Continuing Education Elective \_\_\_\_\_

Course Delivery Method (live, independent study, video, other): \_\_\_\_\_  
(ARELLO Distance Education certification, or its equivalent, is required for any distance education course.)

Course Prerequisites: \_\_\_\_\_

Providers are required to include the "100% Attendance Policy" in each approved student course outline for all prelicense and continuing education courses. How do you intend to monitor 100% attendance?

\_\_\_\_\_

### C. COURSE PRESENTATION OUTLINE

Show each major segment with a detailed breakdown of subtopics. Each major segment should be no more than 60 minutes and all periods of non-instruction must be shown (i.e. breaks, lunch). See example on page 3. Attach additional sheets if necessary.

# Minutes for each segment	Subject content of each segment	Learning Objective—What will the student be able to do after this activity?	Instructor for each segment	Teaching technique

# Minutes for each segment	Subject content of each segment	*Learning Objective—What will the student be able to do after this activity?	Instructor for each segment	Teaching technique
<b>Example:</b>				
30 minutes	Agency—The Basics	<b>Define</b> the levels of agency allowed by Idaho Laws	S. Johnson	Lecture/Video
30 minutes	Applying It to Real World	<b>Identify</b> agency levels in various situations	S. Johnson	Group Exercise/ Case Studies
15 minutes	BREAK			
45 minutes	Your Broker's Policy	<b>Evaluate</b> effect of broker's agency policy on their day-to-day practice	S. Johnson	Lecture/Group Discussion

\*Learning objectives should start with action verbs that describe cognitive behavior, such as (but definitely not limited to) Analyze, Apply, Arrange, Calculate, Classify, Compare, Complete, Contrast, Describe, Distinguish, Explain, Find, Graph, Illustrate, Interpret, List, Locate, Measure, Name, Outline, Perform, Plan, Predict, Qualify, Rate, Recall, Recite, Specify, Solve, State, Translate, Verbalize, etc.

#### D. PROPOSED COURSE SCHEDULE

Course Title	Approval #	Dates	Location	Time	Tuition Cost	Book Fee	Instructor*

Attach additional sheet if necessary.

\*If the instructor is not already certified by IREC, submit application.

**This complete application must be submitted AT LEAST 60 days PRIOR to the first course offering.**

#### E. SIGNATURE & CERTIFICATION: (Sign & Notarize)

**CERTIFICATION BY APPLICANT:** I certify that all answers are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my certification terminated. I understand that upon approval, I will be expected to comply with, protect and promote the purposes, goals and objectives as stated in the Idaho real estate license law and rules and the *Certification Policy*.

\_\_\_\_\_  
Applicant signature

State of \_\_\_\_\_)

County of \_\_\_\_\_) ss

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary  
Seal

\_\_\_\_\_  
Signature of notary public

Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_